

SharePoint for Users («SPXXA»)

Do you want to use SharePoint Online to increase productivity, collaborate, and organize your documents? Then this course is for you!

Duration: 1 day

Price: 900.–

Course documents: Digicomp courseware

Content

SharePoint is a Microsoft 365 service that makes it easy to implement intranets and document management. In our «SharePoint for Users» course, you will learn the application possibilities and principles of SharePoint and put this knowledge into practice immediately. Under the guidance of your trainer, you will create and configure your own website.

1. Introduction
 - o Overview of SharePoint Server and Microsoft 365
 - o Concepts
 - o Areas of application
2. About Microsoft 365
 - o What is Microsoft 365?
 - o SharePoint in the context of Microsoft 365
3. Social networking features
 - o OneDrive for Business
 - o Overview of team and communication sites
 - o Posts and updates to your news feed
 - o Sharing personal documents
 - o Manage your user profile
 - o Collaboration features
4. Collaborate on projects
 - o Creating a website
 - o Sharing a website
 - o Customizing a website
 - o Changing the logo, title, and description
 - o Integrating OneNote with team websites
 - o Managing projects on a website
 - o The modern and classic interface
 - o Adding files to a project
5. Introduction to libraries
 - o Using a document library
 - o Options for working with libraries
 - o Versioning documents
 - o Checking documents in and out
 - o Organizing libraries on a website
 - o Saving documents to a library
 - o Organizing files in a library
 - o Types of libraries
6. Introduction to lists
 - o Overview of lists
 - o Ways of working with lists
 - o Types of lists
 - o Organizing lists on a website

- Advanced list formatting
 - Example of a to-do list
 - Setting up a timeline
 - Working with a to-do list in MS Project or Excel
7. Introduction to permissions
- Sharing websites, libraries, and documents
 - Assigning permissions
 - Tips and tricks for managing permissions

Key Learnings

- Knowledge of SharePoint Online (Office 365) functionality from a user perspective
- Managing personal team websites to collaborate with colleagues
- Customising the website to meet individual needs
- Collaborating on Office documents
- Understanding and managing different web parts
- Managing Microsoft 365 groups

Target audience

This course is aimed at users of SharePoint Online (Office 365).

Further courses

- [SharePoint Site Owner & Administration \(«SPSO»\)](#)
- [SharePoint – Strategy & Design \(«SPSD»\)](#)

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-365-apps/microsoft-sharepoint/course-sharepoint-for-users